

Grossman School of Business (GSB) guidelines as requested under CBA Article 16.15

Revised November 2021 (replaces a previous document dated September 2012)

Approved by the Office of the Provost, January 2022.

Article 16.15 of the UA contract (May 2021-June 2024) states:

The faculty and the Chair in each department or equivalent unit shall develop course equivalencies for all credit-bearing instructional activities to which faculty may be assigned. This shall include, but not be limited to: course instruction, regardless of the mode of delivery (i.e., lecture, discussion, laboratory, studio, online, hybrid, etc.) or size of the class (i.e. seminar, medium-size lecture, large enrollment, etc.); and supervision of theses and dissertations, independent studies, reading and research, and supervision of internships.

The following workload guidelines for the Grossman School of Business are established in an effort to provide a methodology for determining, allocating and monitoring the non-course-related University of Vermont activities of the faculty and staff.

Allocation and Tracking of Non-Course-related Academic Work, CBA Article 16.15

Course equivalents will be credited for the following activities:

- Doctoral thesis
 - Primary supervisor of 1 successful defense equals 0.5 course equivalents
 - Committee member of 3 successful defenses equals 0.5 course equivalents
- Master's thesis
 - Primary supervisor of 2 successful defenses equals 0.5 course equivalents
 - Committee member of 4 successful defenses equals 0.5 course equivalents
- SI-MBA Practicums
 - Primary supervisor of 3 practicum projects equals 0.5 course equivalents
- Six-Credit Hour Undergraduate Honors Thesis - 4 completed theses equals 0.5 course equivalents
- Three-Credit Hour Undergraduate Honors Thesis/ Internships / Independent Studies - 6 completed projects equals 0.5 course equivalents

In addition, a faculty member will initiate a maximum of 4 of these activities in an academic year, unless otherwise approved by the Dean.

Online course proposed guidelines, CBA Article 16.16

All courses offered under the same number should meet the same curricular standards, regardless of the mode of delivery (face-to-face/classroom, online, hybrid, etc.) as decided by the program. Selection of delivery mode will be based on Associate Dean consultation with faculty member taking into consideration pedagogical and student access concerns.

If a faculty member has been approved to offer a course in online or hybrid modes, they will receive the support and training necessary to implement this delivery mode for the course.

UVM's Intellectual Property Policy will establish intellectual property ownership of online course material. Syllabi, course lectures, pedagogical materials, video and audio materials used in instruction created under a separate written development agreement with faculty are considered University-owned (see section § 2.3.4). Online course materials independently developed by faculty members without a separate development agreement remain the intellectual property of the creator (section § 2.3.5).

Large enrollment class guidelines, CBA Article 16.15

A 2-Course equivalency credit will be provided in the workload for courses with enrollments at 100+ after the add-drop period.